



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-05-038**  
Issue Date: **02/18/05**  
Closing Date: **03/07/05**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Attorney Advisor  
GS-0905-13/14/15  
Full Performance Level GS-15  
Multiple positions  
Non Bargaining Unit

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
External Affairs  
Office of Enforcement  
Arlington/Alexandria, VA

#### AREA OF CONSIDERATION

Current Federal Employees with Status  
PTO Employees with Status  
Non-Status Applicants / General Public  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees in  
local commuting area

#### DUTIES:

The incumbent provides legal advice to the United States Patent and Trademark Office (USPTO), Department of Commerce, and Administration officials on domestic and international intellectual property law policy and developments, with emphasis on complex protection and enforcement issues on both a domestic and international level. Incumbent reviews and drafts legislation dealing with substantive intellectual property law enforcement portions of major Administration proposals. Incumbent participates as a technical expert on an interagency team, or as the U.S. representative, in bilateral and multilateral negotiations to obtain the Administration's objectives in foreign policy and trade arenas. The incumbent conceptualizes, organizes, and conducts technical assistance programs and capacity-building educational activities on various intellectual property protection and enforcement topics.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

**Applicants MUST have a Law Degree from an accredited Law School, Active Bar Membership and Membership in Good Standing of the Bar of any State, District of Columbia, Puerto Rico, or any Territorial Court Under the Constitution.**

You must provide a copy of your transcripts showing a law degree from an accredited college/university and proof of active/current bar membership and membership in good standing.

**EVALUATION OF QUALIFIED CANDIDATES:** Incumbents will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of intellectual property protection law and enforcement system.
2. Demonstrated skill in negotiations, analysis, and the drafting of legislation, regulations, and other materials relating to enforcement matters.
3. Demonstrated experience of organizing and conducting advanced level educational programs and professional training and capacity-building activities.
4. Demonstrated ability to represent entities, government and non-government, on intellectual property protection and enforcement issues.
5. Demonstrated ability to write clearly and concisely on legal issues. (Include writing samples).

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: None.

#### HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Application for Federal Employment **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Evaluation/Ranking Factors. **Failure to address each of the ranking factors will result in your application being incomplete.**
5. Copy of transcripts showing law degree from an accredited college/university.
6. Proof of active/current bar membership and membership in good standing.
7. Writing sample.

Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, five (5) working days after the closing date.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

**FOR SPECIFIC INFORMATION CALL:** Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324  
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive (CPK-1), Suite 707  
Arlington, VA

### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:**

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. **Relocation expenses will not be paid.**

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**